

Degree & Certificate Requirements

Administrative Assistant Short-Term Certificate PROFESSIONAL TECHNICAL 2024-2025 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 117	Office Orientation [RE]	4		
AOT 142	General Office Procedures [RE]	5		
CA 140	Intro to Computer & Info Tech - MS Word [RE]	1		
CA 150	Intro to Computer & Info Tech - MS Excel [RE]	1		
CA 170	Microsoft Outlook [RE]	1		
Subtotal		12		

Major Support

Select 0-6 credits from the following:

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
AOT 156	Supervised Employment [RE]	2		
CA 100	Introduction to Microcomputers	4		
CA 101	Keyboarding I [RE]	2		
CA 102	Keyboarding II [RE]	2		
CA 130	Windows Operating System [RE]	1		
CA 160	Intro to Computer & Info Tech - MS Powerpoint [RE]	1		
CA 180	Microsoft Access [RE]	1		
Subtotal		0-6		
Total Credits Required		12-18		